



State Professional Development Center

2015 Spring Semester

- January, February, March, April

Course	Session Nbr	Class Name	Dates & Times	Cost	Register
PD5086	0003	The Excellent Public Manager (Cancelled)	January 6, 13, 21, 27, February 3, 10 8:30 a.m. - 4:30 p.m.	\$505 + 10% materials fee	<u>X</u>
PD4001	0037	Effective Communication Skills	January 7 8:30 a.m. - 4:30 p.m.	\$123	<u>Register</u>
PD3009	0061	Meeting Minutes	January 7 8:30 a.m. - Noon	\$95	<u>Register</u>
PD5082	0007	Effective Management Series - see list of classes below	January 8, 15, 22, 29 February 5, 12, 19, 26 8:30 a.m. - 4:30 p.m.	\$570 + 10% materials fee	<u>Register</u>
	PD5104 /0001	Supervision for the 21st Century (FKA Approaching Supervision)	January 8 8:30 a.m. - 4:30 p.m.	\$123 + \$15 Gallup Assessment Fee	<u>Register</u>
	PD5049 /0010	Strategic Planning	January 15 8:30 a.m. - 4:30 p.m.	\$123	<u>Register</u>
	PD5027 /0019	MBTI & Communication	January 22 8:30 a.m. - 4:30 p.m.	\$123 + \$30 MBTI Assessment & Guide	<u>Register</u>
	PD1017 /0052	Managing Conflict Class is FULL	January 29 8:30 a.m. - 4:30 p.m.	\$123 + \$17 Thomas Kilman Conflict Instrument	<u>Register</u>
	PD5103 /0001	HR Topics (ADA, FMLA, FSLA, EEO, Hiring, etc)	February 5 8:30 a.m. - 4:30 p.m.	\$123	<u>Register</u>
	PD2028 /0012	Performance Management: The Basics	February 12 8:30 a.m. - 4:30 p.m.	\$123	<u>Register</u>
	PD2010 /0052	Documenting Disciplinary Action	February 19 8:30 a.m. - 4:30 p.m.	\$123	<u>Register</u>
	PD5084 /0007	Simulation	February 26 8:30 a.m. - 4:30 p.m.	\$123	<u>Register</u>
PD5077	0006	Performance-Driven Leadership (Cancelled)	January 13 8:30 a.m. - 4:30 p.m.	\$123	<u>X</u>
PD4005	0026	Male/Female Communication (Cancelled)	January 14 8:30 a.m. - Noon	\$95	<u>X</u>
PD5079	0006	Governance Web 2.0	January 21 8:30 a.m. - 4:30 p.m.	\$123	<u>Register</u>
PD5066	0027	The Leadership Challenge (Cancelled)	January 21, 28, February 4 8:30 a.m. - 4:30 p.m.	\$400 + 10% materials fee	<u>X</u>
PD5064	0014	Excel - Beginning Class is Full	January 22 9:00 a.m. - 3:00 p.m.	110 + \$10 Fee	<u>Register</u>
PD1007	0008	Decision Making (Cancelled)	January 27 8:30 a.m. - 4:30 p.m.	\$123	<u>X</u>



State Professional Development Center

2015 Spring Semester

- January, February, March, April

Course	Session Nbr	Class Name	Dates & Times	Cost	Register
PD5093	0005	Employee Accountability	January 28 8:30 a.m. - 4:30 p.m.	\$123	Register
PD5098	0007	Writing Clearly and Concisely - Butte	January 28 8:30 a.m. - noon	\$95	Register
PD4019	0017	Generations in the Workplace - Butte	January 28 1 p.m. - 4:30 p.m.	\$95	Register
PD5046	0042	Exploring Emotional Intelligence	February 3 8:30 a.m. - 4:30 p.m.	\$123 + \$34 Talent Smart EQ Self-Assessment	Register
PD5080	0007	Evidenced-Based Management (Cancelled)	February 3 8:30 a.m. - 4:30 p.m.	\$123	Register
PD5106	0001	State Budget Process for Managers (Moved to 3-18)	February 4 8:30 a.m. - 4:30 p.m.	\$123	Register
PD5063	0012	PowerPoint 2010 - Advanced	February 5 9:00 a.m. - 3:00 p.m.	\$110 + \$10 Lab Fee	Register
PD5078	0005	Leading Innovation	February 10 8:30 a.m. - 4:30 p.m.	\$123	Register
PD5105	0001	Intermediate State Budget Process (Moved to 3-25)	February 11 8:30 a.m. - 4:30 p.m.	\$123	Register
PD5098	0005	Writing Clearly & Concisely	February 11 8:30 a.m. - Noon	\$95	Register
PD5065	0024	Excel - Intermediate Class is Full	February 18 9:00 am. - 3:00 p.m.	\$110 + \$10 Lab Fee	Register
PD1036	0047	Managing Multiple Priorities	February 24 8:30 a.m. - 4:30 p.m.	\$123	Register
PD5064	0015	Excel - Beginning	February 24 9:00 a.m. - 3:00 p.m.	110 + \$10 Fee	Register
PD5081	PD5081 /0004	Everyday Leadership Series	February 24, March 3, 10, 17, 24, 31 8:30 a.m. - 4:30 p.m.	\$505 + 10% materials fee	Register
	PD5071 /0011	From Me to We: Effective Collaboration	February 24, March 3 8:30 a.m. - 4:30 p.m.	\$190	Register
	PD5075 /0005	Leadership in Action	March 10 8:30 a.m. - 4:30 p.m.	\$123	Register
	PD5085 /0004	Vision and Change	March 17 8:30 a.m. - 4:30 p.m.	\$123	Register
	PD2009 /0027	Creating a Motivating Environment	March 24 8:30 a.m. - 4:30 p.m.	123 + \$10 Clifton Strength Finder	Register
	PD1032 /0008	Teambuilding	March 31 8:30 a.m. - 4:30 p.m.	\$123	Register
PD5097	0003	Punctuation for Clarity	February 25 8:30 a.m. - Noon	\$95	Register



State Professional Development Center

2015 Spring Semester

- January, February, March, April

Course	Session Nbr	Class Name	Dates & Times	Cost	Register
PD5096	0003	Grammatically Correct Writing	March 4 8:30 a.m. - Noon	\$95	Register
PD1043	0008	Developing Coaching Skills	March 5 8:30 a.m. - 4:30 p.m.	\$123	Register
PD5067	0032	Excel - Advanced Class is Full	March 10 9:00 a.m. - 3:00 p.m.	\$110 + \$10 Lab Fee	Register
PD5095	0006	Effective E-mail Writing	March 11 8:30 a.m. - Noon	\$95	Register
PD5102	0001	Developing a Customer Service Culture	March 12, 19, 26, April 2, 9, 16 8:30 a.m. - 4:30 p.m.	\$505 + 10% materials fee	Register
	PD1046 /0005	Principles of Customer Service	March 12 8:30 a.m. - 4:30 p.m.	\$123	Register
	PD5107 /0001	Catch the FISH!® Philosophy	March 19 8:30 a.m. - 4:30 p.m.	\$123	Register
	PD4001 /0038	Effective Communication Skills	March 26 8:30 a.m. - 4:30 p.m.	\$123	Register
	PD5093 /0004	Employee Accountability	April 2 8:30 a.m. - 4:30 p.m.	\$123	Register
	PD2008 /0040	Coping with the Angry Public	April 9 8:30 a.m. - 4:30 p.m.	\$123	Register
	PD5101 /0001	Customer Service Synthesis	April 16 8:30 a.m. - 4:30 p.m.	\$123	Register
PD1007	0009	Decision Making	March 12 8:30 a.m. - 4:30 p.m.	\$123	Register
PD1017	0054	Managing Conflict	March 17 8:30 a.m. - 4:30 p.m.	\$123 + \$17 Thomas Kilman Conflict Instrument	Register
PD5106	0001	State Budget Basics for Managers	March 18 9:00 a.m. - 3 p.m.	\$110	Register
PD5056	0021	Roberts Rules of Order Webinar	March 18 10:00 a.m. - 11:30 a.m.	\$50	Register
PD5105	0001	State Budget Process	March 25 9:00 a.m. - 3:00 p.m.	\$110	Register
PD5065	0025	Excel - Intermediate FULL	March 26 9:00 am. - 3:00 p.m.	\$110 + \$10 Lab Fee	Register
PD5098	0006	Writing Clearly & Concisely	March 26 8:30 a.m. - Noon	\$95	Register



State Professional Development Center

2015 Spring Semester

- January, February, March, April

Course	Session Nbr	Class Name	Dates & Times	Cost	Register
--------	-------------	------------	---------------	------	----------

PD5082	0008	Effective Management Series	April 1, 8, 15, 22, 29, May 6, 13, 20 8:30 a.m. - 4:30 p.m.	\$570 + 10% materials fee	Register
	PD5104 /0002	Supervision for the 21st Century (FKA Approaching Supervision)	April 1 8:30 a.m. - 4:30 p.m.	\$123 + \$15 Gallup Assessment Fee	Register
	PD5049 /0011	Strategic Planning	April 8 8:30 a.m. - 4:30 p.m.	\$123	Register
	PD5027 /0020	MBTI & Communication	April 15 8:30 a.m. - 4:30 p.m.	\$123 + \$30 MBTI Assessment & Guide	Register
	PD1017 /0053	Managing Conflict	April 22 8:30 a.m. - 4:30 p.m.	123 + \$17 Thomas Kilman Conflict Instrument	Register
	PD5103 /0002	HR Topics (ADA, FMLA, FSLA, EEO, Hiring, etc)	April 29 8:30 a.m. - 4:30 p.m.	\$123	Register
	PD2028 /0013	Performance Management	May 6 8:30 a.m. - 4:30 p.m.	\$123	Register
	PD2010 /0053	Documenting Disciplinary Action	May 13 8:30 a.m. - 4:30 p.m.	\$123	Register
	PD5084 /0008	Simulation	May 20 8:30 a.m. - 4:30 p.m.	\$123	Register
PD5099	0004	The Respectful Workplace	April 2 8:30 a.m. - 4:30 p.m.	\$123	Register
PD5066	0028	The Leadership Challenge Series	April 7, 14, 21 8:30 a.m. - 4:30 p.m.	\$400 + 10% materials fee	Register
PD5046	0043	Exploring Emotional Intelligence	April 8 8:30 a.m. - 4:30 p.m.	\$123 + \$34 Talent Smart EQ Self-Assessment	Register
PD5031	0039	Basic Purchasing Methods & Issues	April 9 8:30 a.m. - 4:30 p.m.	\$123	Register
PD5100	0001	Working as a Team	April 16 8:30 a.m. - 4:30 p.m.	\$123	Register
PD1023	0025	Remote Management	April 23 8:30 a.m. - Noon	\$95	Register
PD4007	0024	Effective Meetings	April 23 8:30 a.m. - Noon	\$95	Register
PD5089	0001	Office Communications	April 28 8:30 a.m. - Noon	\$95	Register
PD5032	0034	Advanced Purchasing Methods & Issues	April 30 8:30 a.m. - 4:30 p.m.	\$123	Register